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The Field Experience in Administration

Ralph E. Manuel

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The Field Experience in Administration

(TITLE)

BY

Ralph E. Manuel

B. S. in Ed., Illinois State University

M. S. in Ed., Illinois State University

THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF

Specialist in Education

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS

1969
YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

DATE

1969

DATE

ADVISER

L. M. Hamand, Dean

DEPARTMENT HEAD

THE FIELD EXPERIENCE

IN

ADMINISTRATION

BY

RALPH E. MANUEL

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS

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1969

318204

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INTRODUCTION

After a conference with Dr. Shuff, an agreement was reached to devote Education Courses 601 and 602 to an internship program. The title being Field Experience in Administration. I was to register for 601 in the Fall and 602 in the Winter quarter of 1968.

During the latter part of September 1968, Dr. Matzner scheduled a meeting with Mr. Corn, Superintendent of Schools, and me to discuss the scope of the internship program and Mr. Corn's willingness to serve as supervising administrator. Mr. Corn readily agreed to do what ever he could in helping me with my field experience. It was decided I should try when feasible to meet with Mr. Corn or other personnel in supervisory or administrative positions once or twice a week.

I am to avoid including in this program the areas which I have been in direct contact or are under my supervision in my present position. For the past three years my title in the Robinson Community Unit School District No. 2, has been Assistant Principal of the Junior and Senior High School, Athletic Director, and Head of the Physical Education Program for the Unit schools. The following is a job description of my position in the Unit as it appears in the Policies and Procedure Manual used in the School District.

Assistant Principal

The assistant principal shall work closely with and under the direct supervision of the principal. The duties and responsibilities of this position shall be delegated by the principal. The major areas of responsibilities shall be:

1. Pupil control - He shall primarily be responsible for the discipline and conduct of the pupils.

2. Coordinate and supervise the cocurricular activities of the school.
3. Pupil Accounting - He shall be responsible for an accurate record of pupil attendance; make inquiries concerning pupil absences, and approve excuses for absences.
4. (To assist the principal whenever needed.

Department Head Duties

The heads of departments shall perform the following duties:

1. Arrange for regular department meetings and act as chairman in all such meetings.
2. Recommend textbooks and supplementary material and organize their use.
3. Summarize and equalize requests for material and supervise the work in the department as far as possible.
4. Help plan the schedule for classes.
5. Help interview and make recommendations on employment of teachers for the department.
6. Direct and coordinate the curriculum in the department.

Duties of the Athletic Director

The following duties shall be performed by the athletic director with the approval of the high school principal, to whom he is directly responsible:

1. Recommend for employment or dismissal to principal and superintendent, personnel for the coaching and physical education staff.
2. Plan and coordinate the following:
 - A. Physical education program and athletic program -- Grades 1 through 12.
 - B. Supervision of all coaching and physical education personnel.
 - C. Intramural programs.
3. Supervise the scheduling of all athletic contests for Unit School District No. 2.
4. Employ or approve officials for all athletic contests.
5. Plan in detail all home games with the exception of selling tickets and arranging ticket takers.
6. Purchase all athletic equipment within allotted budget.

7. Make all financial reports as requested by principal and/or superintendent.
8. Assume the responsibility for the following:
 - A. Obtaining parental permission for students to participate in athletics.
 - B. Physical examination of all athletes.
 - C. Insurance of all athletes.
(No athlete is to practice or participate in athletics until he has first complied with the above.)
9. Shall assume the responsibility for proper and prudent use of all facilities pertaining to the athletic and physical education program.
 - A. Proper safety measures.
 - B. Proper use of gym floor.
 - C. Proper use and respect for furniture and all other equipment and accessories in gymnasium and athletic fields.
10. Shall arrange all transportation through the transportation dispatcher.
11. Shall be responsible for maintaining good relationship with news media, and shall disseminate all news reports.
12. Attend all Board meetings unless prior permission not to attend is granted by the superintendent.

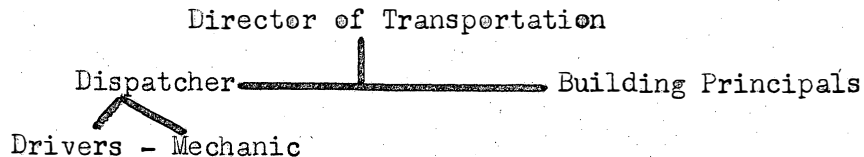
The scope of the field experience should make the intern aware of the many facets involved in the total operation of the school system. It should acquaint the intern with the many administrative duties and responsibilities necessary in the operation of the school system and how these duties and responsibilities are related to a sound educational system.

LOG

October 4, 1968

Met with Mr. Bob Stitt, Director of transportation, Community Unit #2.

Diagram of Transportation Structure



Director of Transportation - Duties and Responsibilities

1. Making and laying out bus routes.
2. Setting up bus time schedules.
3. Determining who is eligible to ride.
4. Recommending drivers to the superintendent for employment.

Dispatcher - Duties and Responsibilities

1. See that buses are mechanically sound.
2. Dispatches bus for regular and special runs.
3. Annual and semi-annual bus inspections.
4. Makes minor changes in bus routes.
5. Not involved with discipline problems.

Building Principals - Responsibilities

1. Handles disciplining of students who infracture bus rules.

Methods of establishing a bus route:

1. Transportation set up does not change but keeps strictly to the letter of the law, i.e. children are required to walk a mile and a half to catch a bus etc. From this, one has the maximum number of students riding the minimum number of miles with the minimum number of time and expense involved.
2. Route is set up and then adjustments made to see that no one walks more than one half mile, and that no student is on the bus more than one hour.

Special problem to this unit:

To eliminate the necessity of buying more buses, the secondary and elementary schools start at different times, 8:30 and 9:00 respectively. The buses, therefore, run a very tight double run schedule and time is of the utmost importance.

October 8, 1968

Met with Mr. John Battershell who informed me that his title was Director of Transportation and Maintenance. Mr. Stitt, however, considers him his dispatcher. There is possibly a lack of communication on actual titles of positions.

Duties and Responsibilities:

1. Routing buses
2. Upkeep of buses
3. Recommending purchase of new buses to Superintendent
4. Hiring and firing of drivers:
 - a. advertising for applicants
 - b. applications to be filed with him
 - c. must see that drivers state physicals are completed and applicants are approved by the County Superintendent of Schools, also, that the applicants are qualified for a B-3 Chauffers license, applicants must satisfy two separate State Agencies, Superintendent of Public Instruction (Physicals), Secretary of State (Chauffers license).

Problems:

1. Getting bus drivers on route on time.
2. Exact location of bus in the case of a break down
3. The tight double run schedules create problems during bad weather.

Necessary Reports:

1. Local: gas, oil, drivers expenses, etc. for keeping buses on road.
2. State: filed July 1.
Mileage for regular routes, extracurricular activities, athletics, and special transportation i.e. EMH, TMH, vocational, inter-school exchange, physically handicapped.

October 10, 1968

Met with Mr. Corn to discuss the formulation of the agenda for the school board meeting on October 14. The agenda is titled Comments, Problems, and Information.

The agenda is developed by going over these three areas:

1. Looking at the agenda from a year ago, which might contain information that needs consideration at the same time each year.
2. Checking the agenda from the previous board meeting to see if anything was tabled or if the board requested specific information for the next meeting.
3. Current problems or information coming across the superintendent's desk since the last meeting which requires board action or needs to be called to their attention as a matter of keeping them informed.

Mr. Corn keeps a personal up to date file containing pertinent information he feels the board may enquire about, such as, financial reports from the athletic department, cafeteria reports, transportation cost reports, extra pay, etc. For the most part, the information in this file is that which the board seems to be interested in year after year.

The following is a copy of the board meeting of October 10, 1968:

Board of Education
Robinson Community Unit District #2

COMMENTS, PROBLEMS, and INFORMATION

1. The regular monthly meeting of the Board of Education will be held at 7:30 P.M. on Monday, October 14, 1968 at the High School building.
2. Mrs. Diana Nickum and Mr. Robert Laswell of the Local Teachers Association wish to discuss the teachers' proposed negotiation agreement.
3. The annual Report & Application for Recognition is ready for presentation and Board approval.
4. I should like to recommend the employment of Miss Neva Miller as a replacement for Mrs. Dot Hart as janitress at our Flat Rock School.
5. Since December 3rd is not being officially recognized as Sesquicentennial Day in the State of Illinois, the Crawford County Administrators are recommending to their respective Board of Education that we have school on December 3rd. I should like to suggest that we not have school on the Thursday prior to Good Friday--April 3rd.

6. I should like to suggest that the multi-floral rose hedge on the east side of the school-bus parking lot be eliminated. I believe that it will help to eliminate some of the vandalism, on and in our buses, and make it much easier to keep the area clean.

It would also be much easier to keep the area clean if the shrubbery on the south side of the Flat Rock School were removed. Some of it will have to be removed to permit the outside entrance way to the locker rooms.

7. The brick-work and the installation of a new roof at the Flat Rock School has been completed.

A settlement in an amount of \$2,125.00 due to the furnace explosion has been reached with the Insurance Company. The new furnace has been installed, and is ready for operation.

8. The Fall Division Meeting of the Illinois Association of School Boards will be held at Mt. Carmel on Wednesday, October 23, 1968. I would think that we should leave at 4:40 P.M. We should send in our reservations ahead of time.

On November 23-25, the State Meeting will be held in Chicago. A delegate, and an Alternate, for this meeting should be selected.

9. Possibly the Board of Education would want to discuss the controversy which arose concerning the school's handling of the caddy situation for the CCCC Golf Tourney. Basically the following regulations were used: "Any student may voluntarily caddy for the Golf Tourney under the following conditions: 1. In order to be excused from class and given the right to make-up his work, the student shall give the first \$5.00 he earns each day to a Club or Activity of his own choice; and 2. He may keep the money he earns, but be unexcused."

Clyde C. Corn, supt.

October 14, 1968

Discussed with the Superintendent the procedure used in filing for the State reimbursement for transportation. I learned the method he used for filling out form T-14, ^{RECEIVED} ~~revised~~ from the Superintendent of Public Instruction.

He also stated that buses in Unit #2, are depreciated at the rate of 15% per year for a total of 6 2/3 years. Buses are traded every seven years. Inventory of buses is kept which indicates the bus number, year purchased, and the make of the bus.

On June 1, of each year, every bus is checked for mileage in order to record the miles each bus travels during the year. This is then broken down into regular, extramural, and special runs.

Enrollment, by Route	185,709	67,992	253,497	253,497	253,497	School Pupils
Miles	A* ROUTES-MILES	B* Routes-Miles	C* Routes-Mi.	Extra Curr. Miles	TOTALS	Voc. Ed. Miles
Traveled		211,113		23,738	235,451	1,593
						78. Number of Voc. Ed. Students Transported

REGULAR K-12 TRANSPORTATION

COMPUTATION DATA (OPTIONAL)

8. OPERATING COSTS

504.0 Health	\$	50.00
506.1 Operation - Salaries	\$	31,969.75
506.2 Operation - Contractual Services	\$	6,600.00
506.3-9 Operation - All other	\$	9,178.00
507.0 Maintenance	\$	6,795.30
508.0 Fixed Charges	\$	3,558.00
509.0 Other: (Explain)	\$	
a. _____	\$	
b. _____	\$	

9. Total Operating Expenditures

ADD: Depreciation (15% on cost of transportation equipment)	\$	58,151.10
DEDUCT: 408.0 Payments from other Districts	\$	12,735.35
419.0 Fees (other than extra curricular)	\$	2,560.90
Other Revenue (Explain)	\$	
	\$	

10. Net Operating Costs

11. Deduct: Cost applicable to extra-curricular transportation	\$	68,329.65
Actual Cost of _____	\$	
	\$	6,888.93

12. Net Operating Cost For Transportation To and From School

AREA VOCATIONAL EDUCATION TRANSPORTATION COSTS

13. Operating Costs

504.0 Health	\$	
506.1 Operation - Salaries	\$	
506.2 Operation - Contractual Services	\$	
507.3-9 Operation - All Stock	\$	
507.0 Maintenance	\$	
508.0 Fixed Charges	\$	
509.0 Other: (Explain)	\$	
a. _____	\$	
b. _____	\$	

14. ADD: Depreciation Allowance (See Instructions)

14a. Deduct Fees and Payments From Other Districts	\$	
14b. Total Operating Expenditures for Area Vocational Education	\$	

STATE OF ILLINOIS)
COUNTY)

We, the President and Secretary of the District do hereby certify that the foregoing statements are true to the best of our knowledge and belief. Each item on the claim is substantiated by detailed work papers on file in the school district office.

Secretary of District

District Administrator

President of District

Subscribed and sworn to in my presence this _____ day of _____ 19 _____

SEAL

Approved and Filed _____ 19 _____

Notary Public

County Superintendent of Schools

This computation will be done on electronic processing equipment. The district will be advised as to the amount of the computed claim. The following calculation method is provided for those districts wishing to compute their own claim.

If pupils residing less than 1 1/2 miles are not transported, omit Lines 16 through 22 and proceed to Line 23.

15. Cost per mile: Line 12 ÷ (Col. 7, Line 2)	\$.2901
16. Total student miles of "B" routes (Col. 5, Line 1 x Col. 5, Line 2 ÷ Line 4)		303,451,711
17. Student miles of "B" routes less than 1 1/2 miles (Col. 4, Line 1 x 6 miles)		407,952
18. Student miles of "B" routes over 1 1/2 miles (Line 16 - Line 17)		303,043,759
19. % of student miles of "B" routes applicable to Col. 3 (Line 18 ÷ Line 16)		.99
20. Applicable miles of "B" routes (Line 19 x Col. 5, Line 2)		209,595
21. Total applicable miles (Col. 2, Line 2 + Line 20)		209,595
22. Cost to transport eligible pupils (Line 21 x Line 15)		60,803.50
23. Reimbursement by cost formula (50% of Line 12, if Line 16 through Line 22 have been omitted. 50% of Line 22, if Line 16 through Line 22 have been computed).		30,401.75
24. Number of students transported 1 1/2 miles or more [(Col. 2, Line 1 + Col. 3, Line 1) ÷ Line 4]		1,049.18
25. Square miles per pupil transported (Line 3 + Line 24)		.1206
26. Reimbursement by sparsity factor (Line 24 x factor \$ 20)	\$	20,983.60
If Line 25 is:		
(a) Less than .10, use \$16		
(b) .10 or more but less than .20, use \$20		
(c) .20 or more but less than .30, use \$24		
(d) .30 or more but less than .50, use \$28		
(e) .50 or more, use \$32		
27. AMOUNT CLAIMED (The lesser of Line 23 or Line 26)	\$	20,983.60
28. Area Vocational Claim for Transportation (80% of Line 14b.)	\$	
29. Total amount of regular transportation claim & area vocational education claim	\$	20,983.60

DISTRICT NAME **ROBINSON C.U.**
DISTRICT NUMBER **0020**
STREET **N CROSS ST**
CITY **ROBINSON ILL** ZIP **62454**

RAY PAGE, SUPERINTENDENT

Copy # and #2 to be filed with County Supt. of Schools
by July 10, 1968 . Copy #1 to be forwarded to OSPI by July 25, 1968 .

ANNUAL CLAIM FOR PUPIL TRANSPORTATION REIMBURSEMENT, 1967 1968
REPORT OF 1967 - 1968 ANNUAL CLAIM FOR PUPIL TRANSPORTATION REIMBURSEMENT
With Corrections, If Any

3. Area of District (Sq. M.) **126.57**
4. Days School in Session **177**
5. Total Resident Pupil Enrollment **2,622**
6. Number of Public School Pupils Transported **1,587**
7A. Number of Non-Public School Pupils Transported
7B. Number of Voc. Ed. Students Transported **22**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Total Days of Transported Pupil Enrollment, by Route	"A" Routes - Over 1 1/2 Miles	"B" Routes - Over 1 1/2 Miles	"B" Routes - Less Than 1 1/2 Miles	Total "B" Routes - Col. (3) + Col. (4)	"C" Routes - Less Than 1 1/2 Miles	Extra Curr. Routes	Totals - Cols. (2) (5) (6) (7)
		185,705	67,992	253,697			253,697
Miles Traveled	"A" ROUTES-MILES			"B" Routes-Miles	"C" Routes-Mi.	Extra Curr. Miles	TOTALS
				211,113		23,738	235,451
							1,593

REGULAR K-12 TRANSPORTATION

COMPUTATION DATA (OPTIONAL)

This computation will be done on electronic processing equipment. The district will be advised as to the amount of the computed claim. The following calculation method is provided for those districts wishing to compute their own claim.

8. OPERATING COSTS

504.0 Health \$ **50.00**
31,969.75

SMALL VEHICLE DRIVERS

REGULAR BUS DRIVERS

NAME	HEALTH CERT.		CHAUFFEUR'S LICENSE			NAME	PERMIT NO.	FIRST AID CERT.	
	Date Issued Month	Year	License No.	Date Issued Month	Year			Date Issued Month	Year
						Juanita Brashear	820727	Nov.	1965
						Marion Brown	829970		
						Dorothy Butcher	831028		
						Virginia Butcher	824792	Nov.	1966
						Raymond Daniels	824793	Nov.	1966
						Frances Gray	829590		
						Louise Hand	831854		
						Elmer Milam	805452	Nov.	1967
						Shirley Milam	831021	Nov.	1967
						M. C. Pinkstaff	821214	Nov.	1965
						Forest Singer	831022		

PUPILS TRANSPORTED

MILES TRAVELED

	Over 1½ mi.	Under 1½ mi.	Total no. of miles of road traveled in school district in one day:		
				Bus	Auto
Public School	1160	200	Pavement	400	0
Non-Pub. School	0	0	Gravel or Oil	700	0
TOTAL	1160	200	Dirt	0	0

Jesse Tewell	822972	Feb.	1966
Leo Thomas	808064	Nov.	1965
Linda York	828164	Nov.	1967

SUBSTITUTE DRIVERS

Alan Blair	826796	Nov.	1967
Leonard Cutright	817956	Nov.	1967
Russell Hampsten	816986	Nov.	1966
Ed Martin	805091	Nov.	1966
Noel Purcell	816650	Nov.	1966
Fred Wesley	816987	Nov.	1967
Charles Baud	821858	Nov.	1965
Joe Mikeworth	821179	Nov.	1965
Robert Scott	825547	Nov.	1966
John F. Wesley, Jr.	813046	Nov.	1967
Everett Herder	831026		
Earl Knight	819246	Nov.	1967
Larry Birch	824791		

Date October 1, 1968 Signed _____

(27235-4M-3-66)

(Indicate: Principal, Supt. or Clerk)

SCHOOL BUS TRANSPORTATION INFORMATION

Ending June 6, 1969

SCHOOL _____ COMMUNITY UNIT _____ DIST. NO. 2 P. O. ADDRESS Box 254 Robinson COUNTY Crawford
City 62454

SCHOOL OWNED Yes X) Name and Address of Contractor _____
No _____ CONTRACTED) Name and No. of Common Carrier _____
) Name and No. of School District _____ County _____

Address 360 W. Jackson St., Chicago, Illinois

Liability		Property Damage
Per Load	Per Pupil	
2,000,000.00	500,000.00	100,000.00

BUSES				BUS No.	BUSES			SMALL VEHICLES				
CHASSIS		BODY			Sticker No. Issued	License No.	Seating Capacity	Auto, Station Wagon or Carry All				Seating Capacity
Year Mfd.	Make	Year Mfd.	Make	Year Mfd.				Make	Sticker No.	License		
1964	Ford	1964	Carpenter	10	8A3179	M28493	54	1967	International	8A3174	M28491	9
1964	Ford	1964	Carpenter	11	8A3168	M28494	54	1967	International	8A3178	M28492	9
1968	Ford	1968	Carpenter	12	8A3181	M28495	60					
1963	Ford	1963	Bluebird	14	8A3175	M28496	48					
1963	Ford	1963	Bluebird	15	8A3176	M28497	48					
1967	Ford	1967	Carpenter	16	8A3172	M28498	60					
1964	Ford	1964	Carpenter	17	8A3171	M28499	54					
1966	Chevrolet	1966	Wayne	18	8A3166	M28500	60					
1960	International	1960	Thomas	19	8A3165	M28501	77					
1964	Chevrolet	1964	Thomas	20	8A3169	M28502	60					
1965	Chevrolet	1965	Carpenter	22	8A3167	M28503	54					
1965	Chevrolet	1965	Carpenter	23	8A3170	M28504	54					
1967	Ford	1967	Carpenter	24	8A3164	M28505	60					
1963	Ford	1963	Bluebird	25	8A3180	M28506	48					
1966	Chevrolet	1966	Wayne	26	8A3162	M28507	60					
1965	Chevrolet	1965	Carpenter	27	8A3163	M28508	54					
1965	Chevrolet	1965	Carpenter	28	8A3173	M28509	54					
1963	Ford	1963	Bluebird	29	8A3177	M28510	48					
1964	Ford	1964	Carpenter	30	8A3201	M28511	54					
1968	Ford	1968	Carpenter	31	8A3182	M37712	60					

November 6, 1968

Met with Mr. John Battershell, head custodian of Community Unit #2.

Discussed personnel:

1. Have applications for openings on janitorial staff.
2. Check references before hiring.
3. Check on the policy for paying bills - wages of municipal employees can be garnished and this creates a bad image of the school in the eyes of the public if employees are not paying their bills.
4. Check on previous work experience. It is helpful if the applicant can be a "Jack of all trades".
5. All janitorial employees have the same job classification and are on the same salary schedule.
6. All start at the same salary and receive a salary increase for five years.
7. Farmers not engaged in large farming operation are a source of applicants for night janitor work -- which involves mostly just cleaning.
8. Need the more qualified person for day work which deals mainly with maintenance.
9. Minimum wage laws have created a problem with janitorial services for night time activities. It is mandatory to pay time and a half. One cannot give them released time from their regular hours.

November 7, 1968

Attended County Administrators Meeting at the County Superintendent of School's office. The following topics were discussed:

1. Title program -- question asked about the decrease in funds. Are the school districts wise in continuing the program? There seems to be an increase in the amount of time needed to prepare the program for approval and to prepare and fill out the reports.
2. Vocational Area School -- discussion on where pressure could be applied at the State level to get approval of a school for this area. No one seemed to know who in the State office was making final decisions.
3. School Calendar for 1969-70 -- general discussion. More study by individual county school districts needed.
4. Lifetime Sports Foundation -- Using people trained at the Lifetime

Sports Education Project Clinic held at the University of Wisconsin for inservice training for Physical Education teachers of the elementary and secondary levels in the schools of the county.

December 12, 1968

Discussed guidelines for Consumer Education with Mr. Bill Weathering, consultant from the office of the Superintendent of Public Instruction on Consumer Education.

Area:

1. Budgeting
2. Installment buying
3. Comparative buying

Ways of meeting the requirements in the high school:

1. A required course for all students in consumer education.
2. Select 3 or 4 courses slanted toward consumer education with the students selecting one in order to meet the State requirements.
3. Section of consumer education taught as a part of a course (ex. - math, science, etc.).

Teacher requirements:

1. No additional requirements if teacher is teaching in his own teaching area.
2. If it is a special course in Consumer Education, the teacher needs 3 additional hours.

January 14, 1969

Met with States Attorney and County truant officer to discuss the handling of truancy cases.

Procedure:

1. The school is to report truancy cases to the truant officer after disciplining action and sessions with the Guidance office have been tried by the school (usually after the third offense by the student).
2. The truant officer will send a letter to the parents citing the school attendance law.

3. In case of continued truancy, the parents and student will be called into the County Superintendent's office for a conference with the States Attorney, truant officer, guidance counselor, and the principal or other administrators of the school. The conference will evolve around the seriousness of truancy, about who is responsible to see that the student is in school, and the consequences to the parent and student if truancy persists.
4. If the truancy still continues after the conference, charges are filed against the parents and they are taken into court where positive action will be taken against them. In the past, the court sessions have turned into counseling sessions with the cases always being continued. This has not been effective! It is hoped that this new procedure will aid in decreasing truancy cases.

It is necessary for the schools to keep accurate records of all truancy cases because they will be used in court as evidence.

January 22, 1969

Met with representatives of the insurance company handling our student accident insurance. Discussion centered around the problem that each year our experience rate is so poor that companies are refusing to write our student insurance for the second year. The poor experience rate is due mainly to the large number of claims submitted and the amount of the hospital and doctor bills.

Possible solutions that were discussed:

1. Add a deductible clause payable by the parent.
2. Contract medical service on a yearly basis.
3. Check with parents about other insurance to avoid double payments.

January 24, 1969

Met in the office of the truant officer to handle a truancy problem using the new procedure established on January 14, 1969. The following were in attendance: States Attorney, truant officer, guidance counselor, student and parents.

Student and parents were informed of the problems created by the truancy. States Attorney stated to the parents that the next reported truancy would

mean a court session with a fine.

This conference seemed to make an impression upon the student and especially the parents. It is the feeling of the States Attorney and school officials that when a truancy charge is filed there should be positive action taken against the parents in the court session. This has not been true in past truancy cases.

February 10, 1969

Met with Mr. Corn and representatives of the local company handling our student insurance to discuss the athletic student accident claims. The athletic fund was having to pay an unusually large portion of the medical bills as compared to other years. The insurance policy had a clause which indicated what they thought was a reasonable and proper charge for different medical service. This was established for different areas in the country. The claims listed on the following pages seem to indicate the problem we have with our athletic claims.

ATHLETIC STUDENT ACCIDENT CLAIMS

<u>DOCTOR</u>	<u>BILLS SUBMITTED</u>	<u>INSURANCE CO. PAID</u>
1. Dr. A	\$ 15.50	\$ 10.00
	20.50	11.00
	15.00	6.00
Total	\$ 51.00	\$ 27.00
2. Dr. B	\$ 23.50	\$ 13.00
	37.00	16.00
	34.50	16.00
	31.50	13.00
	42.50	17.00
	18.00	11.00
	28.00	14.00
	106.00	40.00
	74.00	53.00
	21.00	10.00
	49.50	22.00
	25.00	10.00
	\$490.50	\$235.00

3. Dr. C	\$ 5.00	\$ 5.00
	90.00	72.00
	16.50	10.00
	5.00	5.00
	14.00	10.00
	27.00	19.00
	12.00	9.00
	95.00	55.00
	<u>\$244.50</u>	<u>\$185.00</u>
4. Dr. D	\$ 26.00	\$ 21.00
	16.00	11.00
	29.00	8.00
	12.00	9.00
	<u>\$ 83.00</u>	<u>\$ 49.00</u>
5. Dr. E	\$ 14.00	\$ 8.00
6. Dr. F	\$ 24.00	\$ 12.00
7. Dr. G	\$ 7.00	\$ 5.00
	10.00	5.00
	<u>\$ 17.00</u>	<u>\$ 10.00</u>
8. Dr. H	\$ 10.00	\$ 8.00
9. Dr's. I & J Terre Haute, Indiana	\$ 10.00	\$ 3.00
	182.00	104.00
	<u>\$192.00</u>	<u>\$107.00</u>
10. Dr. K	\$ 40.00	\$ 25.00
11. Dr. L	\$ 90.00	\$ 28.00
	137.00	43.00
	95.00	35.00
	35.00	25.00
	109.00	57.00
	192.00	49.00
	142.00	47.00
	206.00	58.00
	<u>\$1006.00</u>	<u>\$342.00</u>

Total \$2,172.00 \$1,017.00

1. Total doctor and hospital bills presented \$2,863.77
Total of this amount paid by company 1,568.75

Company paid 54% of all bills presented.

2. Total doctor bills submitted 2,172.00
Total of this amount paid by company 1,017.00

Company paid 46.8% of doctor bills presented.

3. Total hospital bills submitted	691.77
Total of this amount paid by company	551.75

Company paid 79.5% of hospital bills presented.

All doctors in the County were given a copy of the policy covering our athletics at the beginning of school. It was felt that possibly Dr. L did not receive a copy, therefore Mr. Corn is arranging a conference with him. Dr. L is a chiropractor. This area of treatment has caused problems for us in the past.

March 4, 1969

Met with Mr. Corn to discuss State Aid. He presented the following information:

1. The summer school State Aid Claim payment is received in December.
2. Flat Grant for elementary is \$47.00 per student A.D.A. while the High School is \$54.05.
3. State Aid is paid in monthly payments from July through June.
4. The July payment is the last payment for the previous school year.
5. The school receives a double payment in September for August and September.

March 13, 1969

Met with Mr. Corn concerning revenue from local taxes for the district.

The following items were discussed:

1. Local taxes are derived from the assessed property of the different townships in the school district.
2. The levy for school taxes must be filed on or before the last Tuesday in September.
3. The amount of the levy request is determined by the budget formulated by the Superintendent of Schools.
4. Example of how the superintendent calculated the amount of monies the district should receive for the 1968-69 school year.

\$ 44,640,165	- assessed valuations
<u>1.60</u>	- educational rate

\$714,242.64

.95 - 5% was deducted for cost
and loss of collection

\$678,629.90 - Distribution (what the
county treasure will pay to
the district)

March 24, 1969

Special Board meeting to discuss teachers salary. Approximately 80% of the teaching staff was present at this meeting. The salary committee of the Community Unit #2 Educational Association presented a proposed salary schedule. The proposed schedule was not acceptable to the board because the district is going farther into the red each year.

The boards stand was supported by the school auditor who traced the financial situation from about four years ago to the present. He stated that at the present rate of deficit spending the district would not be able financially to operate after two years. The teacher's reactions were that the Board should have taken action on this problem two or three years ago.

The Board concluded that a referendum to raise the educational tax rate from \$1.60 to \$2.00 was necessary before they could consider the teacher's request on salaries. Teacher's reactions - they were being made scape goats for the tax increase.

March 25, 1969

Met with Mr. Corn to learn what is involved in getting a referendum before the public.

1. A resolution must be drawn up by the school Attorney.
2. This resolution must be presented and accepted by the Board of Education.
3. The superintendent is delegated the responsibility by the Board to see that the public is notified via news media at least ten days prior to the election.

Mr. Corn stated that June 1970 was the earliest the school could expect to receive any increase in monies if the referendum passed.

March 26, 1969

At a special Board meeting the resolution as read by the School Attorney - to increase the educational tax rate by 40¢ - from \$1.60 to \$2.00, was adopted. The referendum will be presented to the voters on April 12, 1969.

April 10, 1969

Discussed with Mr. Homan, Unit Director of Guidance, the use of a conflict chart in scheduling students into classes. This chart will indicate where not to schedule classes during the school day.

Example Chart:

	Alg.	Eng. I	Math	Science	etc.
Alg.					
Eng. I					
Math					
Science					
etc.					

1. Mark all combinations taken from students course selection form. Previously completed by the individual student.
2. Chart should include all courses offered in the curriculum.
3. List all courses alphabetically on the chart and on the individual course selection sheet.

April 16, 1969

A committee on sex education met under the direction of Mr. House, Junior and Senior High Principal. Purpose of the meeting was to formulate a plan in trying to establish a program on sex education in our curriculum. It was decided to organize seminars throughout the school year. These seminars would

be open on a voluntary basis to all Senior High students and parents. It is hoped the seminars will create enough interest in the program that students and parents will want to see a program of sex education put into the curriculum the following year.

A council on sex education consisting of students, parents, doctors, ministers, teachers and administrators will be established to organize and promote these seminars during the school year 1969-70.

April 18, 1969

Discussed with Mr. Corn his method in determining the salaries for the administrators for the 1969-70 school year. Since all administrators have a M.S. degree and 13 or more years experience he compared them to teachers with the same degree and experience.

He made the following comparison:

	Teachers	Administrators
1967-68	8.77% raise	7.77% raise
1968-69	4.83% raise	5.00% raise
1969-70	<u>7.14% raise</u> 20.74% raise	<u>8.00% raise</u> 20.77% raise

The 8% raise for 1969-70 was necessary in Mr. Corn's mind to keep the administrators on a par with the teachers. The administrators were approximately 1% behind in their raises as compared to the teachers for the past two years (1967-68 & 1968-69).

April 21, 1969

Met with the citizens committee who were organized to initiate a new building program in our unit. The following report was presented by Mr. House, Principal and myself to this committee.

ENROLLMENT-FACILITIES INFORMATION
Robinson Junior-Senior High Schools
Community Unit #2 Schools

Enrollment in the Junior-Senior High Schools for the school year 1960-61 was 1,030. Nine years later the enrollment has grown to a total of 1,203 which is an increase of approximately 17%. (see page 18)

During this same period of time, 28 new programs have been added to the curriculum in an effort to keep up with the ever growing needs of the students in an ever changing and demanding society. To staff these programs and services, it has been necessary to increase the professional staff from 52 to the present 67. (see page 18)

Except for the overflow moved into Jefferson Building this year and the leasing of space in the Marathon Building on South Cross Street in 1967-68 school year to house a newly inaugurated program in automotive mechanics, the growth in enrollment curriculum and staff has been restricted to the same plant facilities made available in 1954. (see page 19)

Since the 6th day of this school year, there have been 52 students new to Unit #2 Schools enter grades 7-12. Of this number, 11 are from families associated with the construction work at Marathon and possibly can be assumed to be temporary enrollees. This is only 20% of our current year's growth in enrollment and tends to dispel the theory that most of our present growth is temporary.

Looking back over the last several years, one can see a slow but steady increase in enrollment at the upper six grade levels. Looking into the future, one cannot see any phenomenal growth of enrollment barring some great up-surge of industrial activity. However, one cannot ignore growth in the community which we obviously shall have. With this fact in mind coupled with the record of growth during the past several years, it seems reasonable to assume that we can continue to expect a slow but steady climb of some two to three percent increase per year at the upper six grade levels.

Final point - irregardless of any future growth, the present plant facilities have been taxed to the maximum for several years. The slow increase in enrollment has not been as noticeable as a sudden increase would have been and has made it possible to continue to "crowd another one in" by pushing in another chair, moving the seats closer together, and scheduling teachers out of rooms.

ENROLLMENTS - ROBINSON Jr.-Sr. HIGH SCHOOL

Grade	7	8	9	10	11	12		Total
1960-61	201	209	195	163	130	132	410-Jr. H.S. 620-H.S.	1030
1961-62	174	198	220	186	146	136	372 688	1060
1962-63	163	168	244	195	172	122	331 733	1064
1963-64	215	170	213	218	185	158	385 774	1159
1964-65	194	210	213	186	186	172	404 757	1161
1965-66	186	189	236	187	158	166	375 747	1122
1966-67	176	181	240	197	174	142	351 753	1110
1967-68	187	177	236	218	188	180	364 822	1186
1968-69	165	200	217	229	197	195	365	1203

ADDITIONS TO CURRICULUM SINCE 1960

<u>Year Added</u>	<u>New Courses</u>
1960-61	Spanish - 8th Grade
1961-62	Personal Typing French I
1962-63	French II French - 8th Grade American Government
1963-64	Notehand Interrelated Cooperative Education
1964-65	Electricity Russian I French III French - 7th Grade Spanish - 7th Grade

1964-68	Remedial English (4 classes - reduced class size to 12- 15)
1965-66	Power Mechanics Russian II
1966-67	Record Keeping Building Trades
1967-68	Humanities Physical Science 9th Grade (re- duced class size to 12-15) Automotive Mechanics Art III
1968-69	Practical Math-(2 classes - reduced class size to 12-15) Special Education - E.M.H.

Building Facilities Housing Grades 7-12 at Robinson High School Attendance Center:

INSTRUCTIONAL SPACE*

1954-1966	39 classrooms 2 gymnasiums 1 auditorium 3 shops (wood, agriculture, metal) 1 music room 1 cafeteria
1967-68	Space for one additional class was secured in the Marathon Building - South Cross Street
1968-69	6 classrooms added at Jefferson Building

*Since the remodeling at the High School Building and the combining of the Junior-Senior High Schools into one attendance center in 1954, no additional space for classroom work has been made available until the school year of 1967-68. At that time space was leased in the Marathon Building on South Cross Street to house a newly instituted automotive mechanics program.

In 1968-69 school year, six rooms at Jefferson building were reactivated to house part of the junior high student body so that relief could be given in the High School building.

May 12, 1969

Met with Mr. Stitt, Director of transportation, to discuss the existing transportation in the Unit and possible financial saving for the next school

year. The following is basically the report he will present to the Board of Education.

There appear to be four (4) areas in which there might be changes in order to cut transportation costs. These include (1) changing regular runs from one mile to one and a half mile pick up distance, (2) elimination of late buses, (3) elimination of field trips and (4) elimination of pep buses.

By changing regular runs from one mile to one and a half mile and possibly eliminating two Kindergarten runs in the corporate limits of Robinson the Unit would save approximately \$2,000.

We are presently operating at an average of 480 miles per week with the late buses. Computed on a cost per mile basis we could probably save something over \$5,000 yearly by eliminating late buses. The actual costs may be greater than this since we pay custodians at time and a half for these runs.

There are approximately fifteen (15) field trips during the year made to Chicago, St. Louis, Louisville, Springfield, Champaign, Terre Haute and Vincennes. Some of these are made by clubs and reimbursed by the club on a mileage basis. Other trips are charged to the education fund or transportation fund. In addition, there would be approximately twenty-five field trips by band, chorus or class visitation to local or nearby business or industry. Because these trips are so varied in length and number, one can only approximate a figure at perhaps a saving of \$1,500 per year.

The director of transportation would recommend the elimination of pep buses unless they pay their own way. At the present charge per pupil of 25¢ in the county and 50¢ out of the county, the pep buses are operating at a varying loss. Again, we are forced to use custodians at time and a half which inflates the costs. With an anticipated increase in pay to drivers and chaperones this loss will be greater in the future.

EVALUATION

In evaluating my field experience, I would state it has been one well worth the time and effort. It would have been impossible in my case to have gained this knowledge from a text book. My only regret is that time did not allow me to work in the superintendent's office at least one full day per week. This would have made it possible for me to delve deeper into some of the different operations of the school system. But I do have a basic foundation in many areas on which to build with increased knowledge in the future.

The areas of school operation to which I was exposed in the field experience to various degrees are:

1. Transportation
2. Finances
3. Board agenda preparation
4. Teachers-board relations
5. Developing a report for a citizens building committee
6. Dealing with the truancy law
7. Preliminary committee work toward developing an addition to the curriculum (sex education)
8. Dealing with local teacher's association

From my observation and limited contacts I need more knowledge in the area of school finance. Mr. Corn feels that finance is an area where a person needs several years experience working with a budget in order to have an understanding of its implications. Also, a person who works with financial problems for several years will gain a little better understanding through increased knowledge. I feel Mr. Corn is an outstanding person in school finances. He has indicated his willingness to continue to work with me in

this area. He did present me with a booklet titled Principles of Public School Accounting published by the U.S. Department of Health, Education and Welfare. I will spend time studying this book during the coming months.

One problem I was exposed to during my internship which became very interesting as it progressed throughout the year involved teacher-board relationships, centering around the problem of a salary schedule for 1969-70. The relationships between the teachers and the Board of Education at the beginning of the year were in my terms average, but at present it would have to be classified as extremely poor. This was due to lack of meaningful communication between the board and teachers.

In looking back at the situation, one possible solution in trying to avoid the conflict would have been to have attempted a meeting between a teachers committee (4 or 5) and the Board of Education. Not with the Board and teachers sitting on opposite sides of the meeting room but in an informal round table situation.

In conclusion this internship has been a rewarding and enlightening experience. I do not plan to stop but to continue on in order to fill the gaps created by the wide range of areas in which I need more depth.